

**RESEARCH PERMIT APPLICATION**

1 APPLICANT (Project leader or person responsible for the research)	Surname		First name	
	Address			
	Telephone		E-mail	
	Research institute, educational establishment or other facility			
	Title		Degree(s)	
2 OTHER RESEARCH GROUP MEMBERS (Can be included as an attachment, if necessary)	Name		Academic degree / title	Workplace
	E-mail		Telephone	
	Name		Academic degree / title	Workplace
	E-mail		Telephone	
3 RESEARCH SUPERVISOR (Fill in this section only if the research is part of a dissertation or thesis leading towards a degree)	Name		Academic degree / title	
	Workplace and address			
	Telephone		E-mail	
	Place and date	Research supervisor's signature		
4 RESEARCH DESCRIPTION	4.1 Name and subject of the research (short description:)			
	Research plan attached			
	4.2 Research level			
	PhD Master's degree in applied sciences	Licentiate Bachelor's degree in applied sciences	Master 's degree Other, namely:	Bachelor's degree
	4.3 To which division of the Helsinki City Executive Office will the research apply?			
	Economic Development Economy and Planning	Administration Communications	Human Resources Other, namely:	Strategy
	4.4 To which unit, service or activity will the research apply?			
	4.5 Name, address, phone number and e-mail of the contact person at the City of Helsinki			
	4.6 Date the City agreed to the research	4.7 Has the research been granted an earlier permit?		
		Yes By whom (which authority) and when (date) No		
4.8 Data collection method(s)				
Questionnaire Direct observation	Interview Practice-based research	Document analysis Videos	Statistical analysis Other, namely:	
4.9 A more detailed description of the research material associated with the permit (documents, statistics, registers, interviews, etc.)				
4.10 Time table for data collection and storage			4.11 Estimated duration of the research (date)	
Beginning (date)		Ending (date)		

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<p>5 TYPES OF DATA IN THE RESEARCH REGISTER</p>	<p>5.1 Will the research process people's personal data?</p> <p>Yes      A privacy statement attached</p> <p>No (no register of personal data will be created)</p> <hr/> <p>5.2 .If the research processes personal data, will this include personal data belonging to special categories?</p> <p>Yes</p> <p>No</p>
<p>6 IMPACT ASSESSMENT OF DATA PROTECTION</p>	<p>Impact assessment of data protection will be carried out if the personal data processed/handled will contain special categories of personal data and the research wants to deviate from the data subject rights stated in Articles 5, 16, 18 and 21 of Finland's Data Protection Decree.</p> <p>Impact assessment is not carried out</p> <p>Impact assessment is carried out using a form provided by your own organisation</p> <p>Impact assessment is carried out using a form provided by the City of Helsinki</p>
<p>7 STORING THE RESEARCH MATERIAL</p>	<p>7.1 Describe how the data collected as research material will be stored securely over the course of the research</p> <hr/> <p>7.2 Destroying or archiving of the research material once the project is finished</p> <p>All of the research material and identifying personal data will be destroyed (when and how):</p> <hr/> <p>The research material will be stored, but without identifying personal data, which will be destroyed as follows:</p> <hr/> <p>When the research is complete, the research material with identifying personal data will be archived according to Finnish Archive Act Regulations in the following location:</p> <hr/> <p>We will seek authorisation from the National Archives of Finland to archive the research material without identifying personal data</p>

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<p>8</p> <p>COMMITMENTS AND SIGNATURES OF THE RESEARCH PERMIT APPLICANT AND THE RESEARCH GROUP (attached when necessary)</p>	<p>I shall not hand over materials received for research purposes to outside parties, nor shall I disclose confidential information associated with the research. This statement of commitment refers to my obligation to maintain confidentiality and professional secrecy with regard to the research-associated information I have received/ acquired.</p> <p>I shall comply with current legislation, especially the obligations imposed on the processing of personal data by the General Data Protection Regulation (GDPR) of the European Union and the Finnish Data Protection Act and I shall assume responsibility for the proper and legal processing of the data.</p> <p>If I become aware of a data security violation associated with the personal data included in the research I shall report this to the contact person at the City of Helsinki named in this application immediately.</p> <p>I shall comply with the guidelines on material collection and processing issued by the party granting the research permit.</p> <p>Every person who is involved in the processing or handling of data found in confidential documents or personal data registers shall make this statement of commitment, either on this form or in a separate attachment with this same content.</p> <p>I shall send one electronic format copy of the finished research report to the contact person at the City of Helsinki named in this application.</p>
	<div> <div>Place and date</div> <div>Signature and name in block letters</div> </div> <div> <div>Place and date</div> <div>Signature and name in block letters</div> </div> <div> <div>Place and date</div> <div>Signature and name in block letters</div> </div> <div> <div>Address to which the decision should be sent</div> </div>
<p>9</p> <p>ATTACHMENTS</p>	<p>Research plan and, if the text section is over 10 pages long, a summary (obligatory)</p> <p>A privacy statement for scientific study (obligatory, if the research material includes identifying personal data)</p> <p>Outline of ethical considerations or a statement from ethics committee (if necessary)</p> <p>Models of information letters and informed consent forms (when necessary)</p> <p>Information letter to data subjects (i.e. to persons studied)</p> <p>Informed consent form for the data subjects</p> <p>Material related to the collection of research material (data collected in the research, questionnaire, etc.)</p> <p>Other attachments, namely:</p>

**Should be send this research permit application and any possible attachments in electronic or paper format to:**

**City of Helsinki**  
**Registrar's Office at the City Executive Office**  
**PO Box 10, 00099 City of Helsinki**  
**[helsinki.kirjaamo@hel.fi](mailto:helsinki.kirjaamo@hel.fi)**