

Research permit application instructions

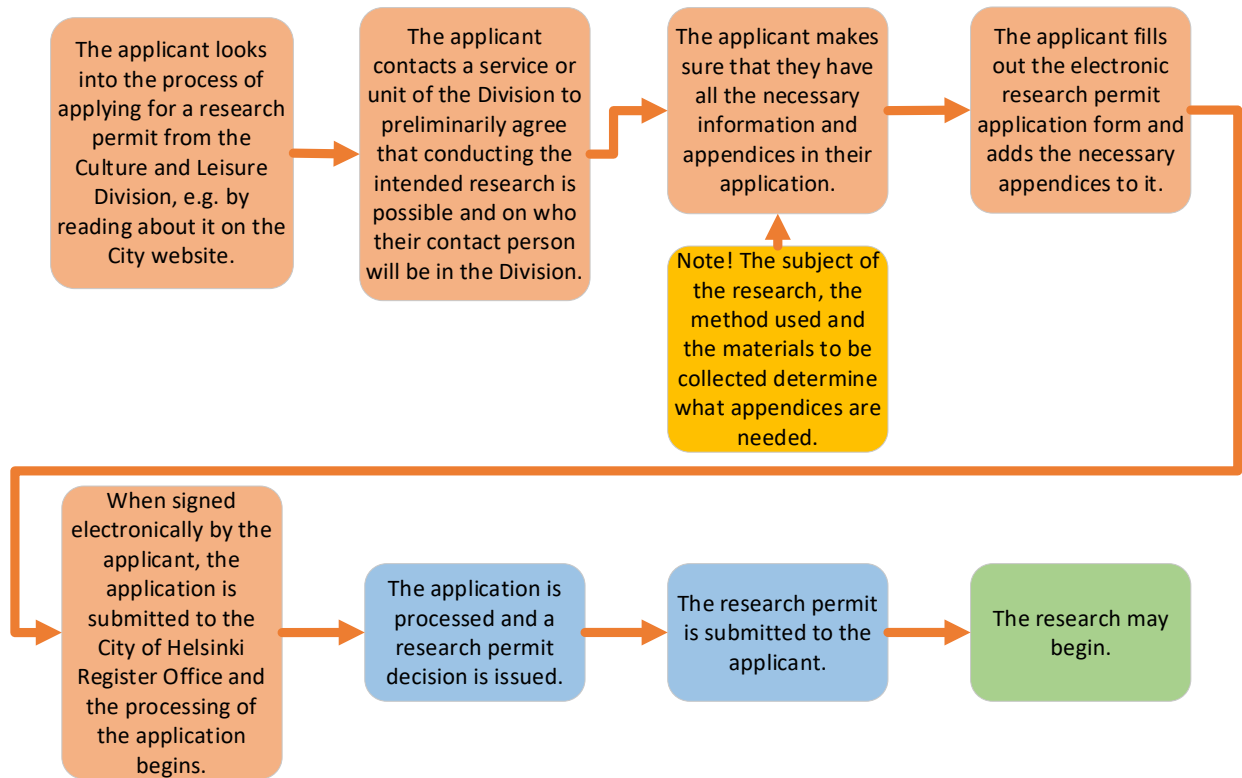
City of Helsinki, Culture and Leisure Division

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Description of the application process

Below is a description of the research permit process in the City of Helsinki Culture and Leisure Division.



Research permit application instructions (electronic form/docx)

Research permit applicant

As the main research permit applicant, you must fill out the form with your own information. Provide an email address via which the research permit draftsman can contact you for additional information or supplementation requests if needed.

For example, if you are working on a thesis with a partner or group, one person serves as the main applicant and the other persons working on the thesis are registered as other members of the research group.

Only persons necessary for the research are allowed to process the research materials for research purposes. If the research group has other members or the research materials will also be processed by persons other than the main applicant, provide their information under 'Other members of the research group'.

Consent to electronic information provision

Use the form to give your consent to electronic information provision. When you do so, you will receive the research permit decision by email.

Research supervisor

You must fill out the information for the research supervisor or the person who approved the research plan if the research is for a thesis required for a degree. For example, for a research project, you can provide the information of the research lead if the lead is a person other than the research permit applicant.

Applying for a research permit without the supervisor's information is possible if e.g. the research will be conducted by an organisation such as a trade union or an association as part of its normal operations.

Other members of the research group

Like the permit applicant, all persons processing personal data and confidential information are required to agree to adhere to data protection requirements when processing the research materials.

If you are working on a thesis with a partner or group or applying for a research permit for a research group, provide the information and agreement form of the other persons as an appendix to the application. You can download an appendix template from the City's website:

https://stplattaprod.blob.core.windows.net/strategiatalousprod/liite_tutkimusryhman_jasenet_kuva-en.docx.

If the members of the research group change or new members join the research group during the research, you must submit their agreement form to the City of Helsinki Register Office and provide the register number of the research permit case in the accompanying text. The register number is provided in the research permit decision sent to you, or you can ask the research permit draftsman of the Division for the number.

Research

Use the form to select which unit of the Culture and Leisure Division your research concerns. You can select several options. Provide the name of your contact person in the Division, i.e. the person with whom you have discussed the research, the use or collection of research materials and how the target group of the research will be contacted.

You can find more information about the Division on the City's website: <https://www.hel.fi/en/culture-and-leisure>

You can find the Division's contact information at the following address: <https://www.hel.fi/en/decision-making/city-organisation/divisions/culture-and-leisure-division/the-culture-and-leisure-divisions-contact-information-and-feedback>

Research subject and research plan

Provide the title or header of your research work. Provide a brief description of the subject of the research and what the objectives and purpose of the research are.

Provide your research plan approved by your research supervisor as an appendix. The research plan must indicate the target group, the research questions, the purpose and objectives of the research, the research methods, the material collection and analysis methods, and how the materials will be stored during the research and disposed of.

Note that you can expedite the research permit process by providing all the information required, not by submitting materials in advance and in an incomplete state. If you have questions about the application process, you can contact the research permit draftsman of the Division in advance.

Research method(s) and related materials

Use the form to state what research methods will be used and provide the necessary appendices for each research method. If the appendices are also included in the research plan, you do not have to provide them as separate appendices.

The research supervisor can tell you what documents are required for each research method.

Research subjects and materials related to privacy protection

Use the form to state the target group or groups of the research. State also how information will be recorded when researching the target group. Information on what materials the target group, research method and the content of the research materials require is provided by the research supervisor and in the instructions of the educational institution.

Research schedule

Use the form to state when the collection of research materials is scheduled to begin and end. State also when the research is expected to be completed. The research permit will be valid until the completion of the research.

In the event that the validity of the research permit ends before the research is completed, contact the research permit draftsman of the Division by email and request an extension of the period of validity of the research permit.

Estimate of the additional costs and arrangements for the unit

State whether the research will involve staff work that requires time to be reserved. E.g. extracting research materials from the information system, preparing a facility for interviewing clients or how long you estimate the staff interviews to take.

Other materials of the Culture and Leisure Division used in the research

If you are planning to use documents, statistics or datasets of the Division in your research, use the form to briefly describe what documents will be used and what kind of information will be extracted from them.

Note this section in particular if you are a City employee working on a thesis. You must request a research permit for materials used in thesis work even if you use the same materials normally in your work.

Protection and storage of the research materials

State how materials processed in an electronic format will be protected. E.g. whether the person processing the materials must enter a username and password to be able to access the materials. State also where the materials will be stored during the research. Describe also how any physical materials, such as documents or memory sticks, will be stored securely during the research.

Identification data in the research materials and the disposal and archiving of materials

State how identification data in the research materials (personal data and information with which persons could be identified from the materials) will be processed when analysing the research materials. If the identification data is retained for the duration of the research, this creates a personal data register, which falls under the responsibility of the research permit applicant by default.

State also what will happen to the research materials after the research. Retaining identification data is only acceptable if the research materials are archived in an official archive that has rules in place concerning archiving, the processing of materials and the protection of identification data. In such a case, the

identification data may not remain in the possession of the research permit applicant after the research has ended.

Appendices and agreements

Appendices

Before sending the application, make sure that you have added all the necessary appendices to it.

Agreements

The research permit applicant and the members of the research group must undertake to adhere to the rules set for the research permit.

As the research permit applicant, you must also undertake to submit an electronic (or printed) copy of the completed research work to the Culture and Leisure Division. An electronic copy can also be a link to a website of the educational institution from which the thesis can be downloaded, or a link to an article published online if the research work is not a thesis.

Submitting the application

Submit the research permit application, duly filled in and signed and with complete appendices/attachments, to Helsinki Registry on: Helsinki.kirjaamo@hel.fi

Protected email can be sent to Helsinki Registry from the address <https://securemail.hel.fi/> to the address helsinki.kirjaamo@hel.fi. Use your online banking ID to log into Securemail.