

## City of Helsinki, instructions for filling in the Helsinki City Executive Office's Research Permit Application form

1. **Applicant:** Enter the contact information of the research permit applicant here.
2. **Other research group members:** Enter the contact information of members of the research group. In case of a larger group, the members may also be listed in a separate attachment.
3. **Research supervisor:** If the research involves a dissertation or thesis, enter the contact information of the research supervisor. The signature of the supervisor is obligatory.
4. **Research description:**
  - 4.1 **Name and subject of the research (short description)** Enter the name of the research, and give a short description of its subject and main goals.
  - 4.2 **Research level:** Tick the items required.
  - 4.3 **To which division of the Helsinki City Executive Office will the research apply?** Tick those divisions of the Helsinki City Executive Office within which the research is meant to be conducted.
  - 4.4 **To which unit, service or activity will the research apply:** Specify the Helsinki City Executive Office unit, service or activity that the research will focus on.
  - 4.5 **Name, address, phone number and e-mail of the contact person at the City of Helsinki** Fill in the contact information of this contact person. The contact person is the City's liaison with the research in question.
  - 4.6 **Date the City agreed to the research:** Fill in the date in question, such as the date of the e-mail.
  - 4.7 **Has the research been granted an earlier permit?** Tick yes or no, and provide the information required.
  - 4.8 **Data collection method(s):** Tick the appropriate boxes.
  - 4.9 **A more detailed description of the research material associated with the permit (documents, statistics, registers, interviews, etc.):** Describe briefly the data needed for the research.
  - 4.10 **Time table for data collection and storage:** Provide the estimated dates. If the material is planned to be stored, please provide the details in section 7.2.
  - 4.11 **Estimated duration of the research:** Specify the date when the research is estimated to be completed.

### 5. Types of data in the research register:

**Will the research process people's personal data?** Specify whether the Research Plan says the research will process personal data. If personal data will be processed, a privacy statement is obligatory, as an attachment.

Personal data here means all data referring to an identified or identifiable natural person; as identifiable is regarded any natural person who can be directly or indirectly identified through, especially, their identification data such as their name, personal identification number, location data, online identification data, or through one or more physical, physiological, genetic, mental, economic, cultural or social personal characteristic.

**If the research processes personal data, will this include personal data belonging to special categories?** Tick yes or no.

Special personal data are data showing a person's:

- Race or ethnic origin
- Political opinions
- Religious or philosophical conviction
- Trade union membership
- Processing of genetic or biometric data for unambiguous identification of individuals
- Health-related data
- Data relating to the sexual behaviour and orientation of natural persons

## 6. Impact assessment of data protection

Fill in this section if, in section 5.2., you have specified that certain special categories of personal data will be used in the research. The purpose of the impact assessment is to describe the processing of personal data, find out the necessity and proper proportions of this processing, and to estimate what risks it causes and also the measures to be taken to curb these risks. The impact assessment shall be made whenever the processing of personal data is likely to involve a high risk. Another purpose of the impact assessment is to help the keeper of the register comply with the requirements stated in Finland's Data Protection Decree and show this compliance.

Tick the appropriate box. If a form provided by the City of Helsinki is used, it will be delivered to applicants on an address provided by the applicant.

## 7. Storing the research material

**7.1. Describe how the data collected as research material will be stored securely over the course of the research:** Please describe briefly how the data-safe storage of the research data is guaranteed during the course of the research.

**7.2 Destroying or archiving the research material once the project is finished:** Tick the appropriate alternative and give the brief explanation required.

## 8. Commitments and signatures of the research permit applicant and the research group

Commitments are made to comply with the conditions and instructions mentioned in the applications. Commitment is shown by signing the application. The application is signed by all the persons processing/handling the research material. If there are more than three signees, please continue on a separate sheet, and send it along with the application.

## 9. Attachments

**Research plan and, if the text section is over 10 pages long, a summary (obligatory):** Please provide your Research Plan presenting the background and goals of the research, the research questions, the methods for collecting and analysing the material, the practices of data-secure processing/handling, storing and findings reporting of the material, as well as other essential information on the implementation of the research.

**A privacy statement for scientific study (obligatory, if the research material includes identifying personal data)** Please provide the privacy statement generated from the personal data.

**Outline of ethical considerations or a statement from ethics committee (if necessary):** Please provide, when necessary, an ethics committee statement.

**Models of information letters and informed consent forms (when necessary):** Please provide, when necessary, models for newsletters and consent forms as attachments to the research permit.

**Material related to the collection of research material (data collected in the research, questionnaire, etc.)** Please provide, when necessary, a more precise description of the material related to the collection of data, such as, in the case of register data, a list of variables included in the data, or a questionnaire sent to the persons included in the research, or suchlike.

**Other attachments, namely:** Applicants may provide, when necessary, other attachments, too, that may be useful for the application as a whole.