

You can apply for a research permit from Laurea University of Applied Sciences with this form. You need a research permit, when your research or development project concerns Laurea's students, personnel or Laurea as an organisation. Research permits for other organisations are issued by the respective organisation. A research permit is granted, in general, to projects that are meaningful for the development of Laurea's competence as a whole. Disclosing personal data, such as the email addresses of Laurea's students and personnel always requires a research permit.

## Applicant's information

NAME:

EMAIL ADDRESS:

PHONE NUMBER:

ORGANISATION:

JOB TITLE, POSITION OR DEGREE:

## SUPERVISOR'S INFORMATION (FOR STUDENTS)

In students' research permit applications, it is required that their supervisor has reviewed and approved with her/his signature the research permit with appendices (including the research plan). The signature can be, for example, in the research plan. **A student's application will not be processed without the supervisor's signature.**

Laurea's students can use the Laurea Sign service for the signature (see [instructions in intra](#)).

Supervisor's name:	
Email address:	
Phone number:	
My supervisor has both reviewed and approved by signature the research permit application with appendices.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Information on the research

Name of the researcher(s):	
Title of the research:	
Research concerns:	<input type="checkbox"/> Laurea's students <input type="checkbox"/> Laurea's personnel <input type="checkbox"/> Laurea as an organisation
Research questions or the objectives of the research	
Implementation: data and methods (Describe the object of the research (who/what), how you will reach the participants, and what methods you will use)	
Data management and expected results  You can use <b>this instruction</b> to describe the data management of the research. Focus here only on the main points, the full-fledged data management plan is required in the appendices.	
Schedule of the research	

## DATA PROTECTION

If you process personal data in the research, e.g., names or email addresses, a privacy notice consistent with articles 13 and 14 of the EU General Data Protection Regulation is a compulsory attachment. If necessary, the research ethics pre-assessment statement should also be included with the application. All data that can be connected with a reasonable effort to a specific individual through different identifiers is personal data. A person can be identified directly by their name but also by combining two or more indirect identifiers, e.g., age, place of residence and title. You can find further information on personal data from [Laurea's LibGuides](#).

If an individual is identifiable at any point of research or development, it is required to follow the data processing principles defined in the EU General Data Protection Regulation. The applicant for the research permit must commit to following the principles and regulations of the EU GDPR and national Data Protection Act. The potential personal data that emerge during the research must be destroyed or archived according to the requirements of the GDPR.

Does the research process personal data, such as email addresses?	<input type="checkbox"/> Yes, privacy notice attached <input type="checkbox"/> No
Does the research require data from Laurea's registers, such as the email addresses of Laurea's students or personnel?	<input type="checkbox"/> Yes. Describe, in detail, what data you need from the register(s). For example, the email address of the second-year business students. Also, justify why you need the data in question.  <input type="checkbox"/> No

## PRINCIPLES OF THE RESEARCH PERMIT PROCESS

The research permit process is in effect to ensure the realisation of the following requirements or objectives:

- The [Guidelines of Research Integrity](#) published by The Finnish National Board on Research Integrity TENK
- [The ethical principles of research with human participants and ethical review in the human sciences in Finland](#)
- The General Data Protection Regulation (GDPR)
- The National Data Protection Act
- The Act on the Openness of Government Activities
- The Act on the protection of Privacy in Working Life
- Open Science

☐ I understand the principles mentioned above and undertake to follow them in pursuance of the research permit. I also understand that I, as a researcher, am personally responsible for the adherence to the principles mentioned above.

## APPENDICES OF THE RESEARCH PERMIT APPLICATION

A research plan must be attached to the research permit application. [Data management](#) must be included either as a part of the research plan or as a separate data management plan. The appendices are submitted as files, not via links (as an exception a link to the questionnaire). The appendices of the application are:

- ☐ Research plan (obligatory)
- ☐ Data management plan as a separate document
- ☐ Privacy notice
- ☐ Questionnaire, structure of an interview or their drafts
- ☐ Information form (or cover letter)
- ☐ Consent form

## Data protection notice

**(EU679/2016)**

### Processing personal data in research

This notice describes how your personal data is processed

The data controller of the research is

For more information on the processing of personal data, please contact

### Purpose and means of processing personal data

We have received  
on the basis of the research permit granted by Laurea from Laurea's

in order to

We process personal data only for

We do not collect other personal data

We shall delete the personal data we have received

We are committed to following Laurea's data security and data protection guidelines. We process the data in secure information systems that are protected by usernames and passwords.

### Your rights related to the processing of personal data

You can view or edit your personal data by contacting the person in charge of processing personal data. In certain cases, you may also limit or object the processing of personal data.

If the rights prevent the accomplishment of the research purpose or significantly hinders it, the rights may be derogated from in certain individual cases under the conditions laid down in the Data Protection Regulation and Data Protection Act. The need to derogate from the rights is evaluated on a case-by-case basis.

#### THE DATA PROTECTION OFFICER IS THE CONTACT PERSON IN MATTERS RELATED TO THE RESEARCH SUBJECT'S RIGHTS.

The data protection officer at Laurea is **Marjo Valjakka**, [marjo.valjakka@laurea.fi](mailto:marjo.valjakka@laurea.fi)

You have a right to make a complaint to the Office of Data Protection Ombudsman if you feel that the processing of your personal data has contravened existing data protection legislation.