

Research permit application should contain at least following elements.  
 If needed you may give additional information in attachments.

|                 |
|-----------------|
| <b>NAME:</b>    |
| <b>TITLE:</b>   |
| <b>ADDRESS:</b> |
| <b>TEL:</b>     |
| <b>E-MAIL:</b>  |
| <b>DATE:</b>    |

|  |                             |
|--|-----------------------------|
| [Research, thesis, etc.]<br>Author(s)/investigator(s):   |                             |
| Degree programme/<br>college/university:   |                             |
| Unit/department:   |                             |
| [Research, thesis, etc.]<br>Instructor(s):   |                             |
| Ohjaajani on hyväksynyt<br>tutkimuslupahakemukseni   | Yes                      No |
| Title of the {research,<br>thesis, etc.}:  |                             |
| Objectives/<br>research problem:   |                             |
| Concise definition<br>of what information<br>is needed, the format<br>in which they are needed<br>and how the information<br>is delivered: |                             |

|  |  |                                |
|--|--|--------------------------------|
| <b>Timetable (in two months accuracy):</b>   |  |                                |
| <b>Attachments (research plan, questionnaire, framework for theme interview, privacy statement etc.):</b>  |  |                                |
| <b>Privacy notice</b><br><small>If yes, fill in the information on the next page. If no, explain the grounds here.</small>                         | Yes  | No<br>Grounds:                 |
| <b>Permission to publish information about the granted research permit on Laurea's website (author(s) and title of the [research thesis, etc.]</b> | Yes  | No<br>Grounds:                 |
| <b>Filled by issuer of permit at Laurea</b>  | Research permit is granted<br><br>Grounds: | Research permit is not granted |
| <b>Name of the issuer of permit and the date:</b>  |  |                                |

Research permit is granted on the condition that applicant complies with legislation when processing and saving personal data. All data is confidential and provided only for purposes of survey/research in question. The applicant is responsible for securing identity and anonymity of persons in data provided. After the survey/research is completed, the applicant is responsible for deleting the data in appropriate manner.

If personal data file is created during the research (Personal Data Act -523/1999- Section 10) then applicant must comply with the provisions of law when processing and protecting of personal information. If necessary, the application must be accompanied by Scientific Research Register Description.

The applicant is responsible for providing positive decision to a person who will provide information at Laurea. Practical implementation of survey is negotiated at this point.

## 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.