POLIISI
POLICE OF FINLAND

RESET

Application for research permit

Use of Police information for research purposes

Applicant

Name	Position
University, institute of higher education, research institute or another corporation	
Address for receipt of decision	
E-mail	Telephone

Other research group members (in appendix, if necessary)

Name	
University, institute of higher education, research institute or another corporation	
Email	Telephone
Name	
University, institute of higher education, research institute or another corporation	
Email	Telephone
Person or party in charge of research project	

Permit applied for

☐ New research permit ☐ Change to existing research permit ☐ Extension of existing research permit

Name of research project

Research timetable and planned duration

Purpose of use of data

☐ Doctoral dissertation ☐ Licentiate's thesis ☐ Master's thesis ☐ Bachelor's thesis

☐ Final thesis; Master in University of Applied Sciences ☐ Final thesis; Bachelor in University of Applied Sciences

☐ Statistics ☐ Inquiry by Authorities ☐ Study implemented as collaborative project

☐ Other, please specify:

Method of material collection

☐ Field survey ☐ Questionnaire ☐ Document request ☐ Register-based study

☐ Other, please specify:

Information to be retrieved[1]

Please specify the information content requested, naming the searched registers and documents with sufficient detail. A more detailed description may be included in the research plan.

Legal basis[2] **and purpose of use of personal data processing**[3]

A general level description of the legal basis for the processing of personal data and the purpose for the use of separately specified personal data[4] in the research. A more detailed description must be included in the research plan.

Processing of personal data[5] **and confidential data**

A brief description of the way in which the processed personal data is stored and protected, and a description of the processing of confidential data as well as information about the place where the work is performed. A more detailed description must be included in the research plan.

Processing period of personal data and confidential data[6]

A description of the life cycle of the processed data material, i.e., the way in which the data is collected, deleted or archived[7]. A more detailed description must be included in the research plan.

[1] Only data that is necessary for the research can be given or ceded to research purposes. The necessity of the data must indicate with sufficient detail and reasons in the application and the research plan. Incomplete requests or those that are overly extensive for research purposes cannot be approved.

[2] One of the processing reasons under Article 6 of the GDPR (EY) 2016/679. The legal basis for the processing of personal data for research purposes may be, for example, a task related to public interest or the consent of data subjects.

[3] Description and motivation: why the personal data is necessary and which research question the data relates to.

[4] Personal data includes any information related to an identified or identifiable person, based on which the person(s) can be recognised directly or indirectly. Personal data also comprises separate data which, combined, make it possible to identify a particular person or information that, based on characteristics of the person, make it possible to identify them. For example, personal data includes the full name, the email address corresponding to the personal name, customer number, rare professional title, car registration number, or combined with other data, municipality or neighbourhood. The research material includes personal data if it allows direct or indirect identification of the person(s), considering measures that are reasonably probably available.

[5] Personal data processing refers to actions targeted at the data, such as collecting, saving, storing, searching, queries, use or combination of personal data.

[6] It is not possible to store the material for future research needs.

[7] Archiving means keeping of files as per the Archives Act (831/1994). Archiving materials containing personal data is subject to the archiving conditions and methods stipulated in legislation, and mostly requires that the Controller who has performed the research is a public authority which can archive the data as per the Archives Act. The materials obtained from the Police cannot, as a main rule, be archived in general or open data archives.

Other material used in the research project Description of other eventual sources of information and materials used in the study, including a description of the way in which the information from diverse sources is going to be combined.
Publication plan Description of the publication of the data or reference to a separate publication plan (in that case, please append the publication plan)

Confidentiality obligation, other undertakings and signatures

I hereby undertake to respect the statutory obligations as well as those defined in the data permit related to secrecy, confidentiality and prohibition of use. I will not utilise the document of other data obtained in connection with the research to harm or degrade the person, or to violate the benefits covered by the prescribed secrecy obligation.

I am aware of the fact that the secrecy obligation and prohibition of use will survive after the end of the research project and that I must not disclose to outsiders any confidential contents or data, marked as secret or confidential in a document, or any other aspects that I have learned and are covered by the statutory confidentiality obligation.

I am aware of the requirements related to personal data processing, imposed in particular by the EU General Data Protection Regulation (GDPR) 679/2016 as well as the Data Protection Act (1050/2018). I am aware of the fact that a researcher or a research group must not further transfer the obtained data.

I have familiarised myself with the guidelines issued by the Finnish National Board on Research Integrity (TENK) on research ethics and integrity and hereby undertake to respect good research and scientific practices. I undertake to familiarise myself with the content of the research permit eventually granted to me, following the respective terms and restrictions.

Place and date	Signature and name in print
Place and date	Signature and name in print
Place and date	Signature and name in print

APPENDICES

The application must include the following Appendices:

- ☐ Research plan[8], including the scientific motivation for the use of the material
- ☐ Secrecy and confidentiality undertaking, unless contained on the present form.(All persons processing research material provide their secrecy undertaking)
- ☐ Publication plan

Other Appendices

Questionnaires and field work

- ☐ Information on data protection regarding the processing of personal data of those participating in questionnaires or field surveys (interviews)
- ☐ Research information sheet and consent form for those participating in questionnaires or field surveys (interviews)
- ☐ Questions related to questionnaires and field surveys or information on planned questions

Register-based study

- ☐ Information of processing steps
- ☐ Data protection information related to register-based study
- ☐ Opinion of the ethics committee[9]

Other Appendices

- ☐ Contract related to cooperation projects and documents showing the responsibilities between the parties, including information on which party is the Controller. The application for the research permit must be accompanied by a document which shows the party with the main responsibility for the research.
- ☐ Other appendix/appendices, please specify:

In addition to applicant/research group, other parties processing of personal data and

If the Appendices do not contain the information, the applicant must give details of the other parties that can process the data (such as transcribing, research assistants and other parties processing personal data). The party responsible for the research is in charge of such persons giving their confidentiality and secrecy undertaking to the party processing the research permit or granting it.

[8] The research plan must show, with sufficient detail, the purpose and objective of the research mentioned in the application, its research questions and methods, materials as well as the information explaining why the data requested is necessary to answer the research questions in the specified research.

[9] For example, if the nature of the research calls for an opinion of the Ethics Committee. The authority granting the permit may require that the applicant also provides the opinion of the Ethics Committee in cases where the opinion is not required otherwise.

Eventual further information

Signature of the applicant

Place and date	Signature and name in print

Please fill in the form carefully. Shortcomings in the information and Appendices slow down the processing of the case.

The research permit can only be granted to the research specified in the application and research plan, and only for a determined period of time and scope specified in the application. The information obtained cannot be stored for eventual future research purposes.

The research permit application must always be accompanied by a research plan. If the plan is, for example, in English, the application must be accompanied by a sufficiently detailed summary of the research plan in Finnish or Swedish. In addition to the research plan, the application must be accompanied by the following Appendices, as applicable.

- All persons processing research material provide their secrecy undertaking.
- The Opinion of the Ethics Committee if such opinion has been given, or if the research, for its nature, calls for the opinion. Depending on the research in question, the authority issuing the permit can require a separate opinion by the Ethics Committee.
- Questions related to questionnaires or field survey interviews.
- Research information sheet and consent form for those participating in questionnaires or field surveys (interviews)
- Information on data protection regarding the processing of personal data of those participating in questionnaires or field surveys (interviews). The data protection information must include the legal basis for the processing of personal data, the Data Subject rights and the name of the Controller.
- A specification of the processing steps, especially if the research processes special categories of personal data as per the GDPR (Article 9) or personal data related to criminal convictions and offences (GDPR, Article 10).
- Data protection information related to register-based study

The Police does not cede contact details of its own staff or customers for the use of the researcher or recruit any research subjects on behalf of the researcher.

The eventual research permit is granted for the research purpose specified in the application but does not guarantee Police resources for research purposes. As a main rule, the Police does not grant research permits that require and tie up Police resources to a significant extent.

The applicant will carry all eventual costs related to the research. The Act on Criteria for Charges Payable to the State (150/1992) contains the provisions on the general and other criteria on the amount of the charges. As concern the charges payable for the Police services, more detailed stipulations are contained in the Statute issued annually by the Ministry of the Interior.

Obligations of the researcher

It is the researcher's obligation to process the personal data in a legal manner, following due care and the generally accepted data processing methods. In the research permit application and research plan, the applicant must describe the processing of personal data to ensure that the Controller can, prior to granting the permit, ensure itself of the legality of the personal data processing. As concerns the ceding of the information, the Act on the Openness of Government Activities (621/1999) applies. The provisions on the processing of personal data for research purposes are contained in the GDPR (Regulation by the European Parliament and Council (EU) 2016/679) and the Data Protection Act (1050/2018).

The applicant acting as a Controller must, if necessary, perform the data protection impact assessment as per Article 35 of the GDPR and file it in writing with the Office of the Data Protection Ombudsman, prior to taking any processing steps. The applicant is responsible for assessing whether the research performed by the applicant calls for an impact assessment to be sent to the Office of the Data Protection Ombudsman.

Examining of research permit applications

The research permit application is examined by the Police unit which is the object of the research or which can decide on the ceding of the documents. Should the research be interested in several Police units, the National Police Board examines the application. Any applications involving the national Police registers are examined by the National Police Board. Contact details of the Police units are available, for example, at the poliisi.fi site.

The targeted application examination times may vary, and the current target times are available at the poliisi.fi site. The examination times of the research permit applications are subject to, for example, the content quality and details of the applications and the documents accompanying it, the method of material collection, the scope and complexity of the application as well as the number of applications under review. The applicants must prepare themselves for the time of examination of their applications, sending the application to the permit authorities timely ahead. Incomplete applications slow down the examination of the research permit applications and can delay the performance of the research.

From the research timetable perspective, the applicant must reserve sufficient time for the access of the data from personal data registers, in particular. The complexity of the material request and the Police resources are factors that may influence the access times.

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