



## **Table Reservation Sheet for a Restaurant**

### **Participant Information Sheet**

You are being invited to take part in this research study. Before you decide it is important for you to read this leaflet so you understand why the study is being carried out and what it will involve.

Reading this leaflet, discussing it with others or asking any questions you might have will help you decide whether you would like to take part.

#### **What is the Purpose of the Study**

The aim of this study is to examine how people would interact with a booking system for a restaurant, and to find out any additional requirements that would improve their overall experience.

#### **Why have I been invited?**

You are the restaurant owner, and it is important that we can capture all the requirements you want in a table reservation system.

#### **Do I have to take part?**

No. It is up to you whether you want to take part in this study. This information sheet is here to help you make that decision. If you want to take part, you can always decide to stop being involved whenever you feel like it.

#### **What will happen if I take part?**

You will be asked to complete an interview anonymously. We can do this interview virtually in the comfort of your own home and it can be completed at your earliest convenience. The interview will take on average around 15 minutes



## **INFORMATION SHEET: GUIDANCE**

### **How will my data be stored, and how long will it be stored for?**

All electronic data; including the recordings from your questionnaire, will be stored on the University One drive, which is password protected. All data will be stored in accordance with University guidelines and the Data Protection Act (2018). The data will be stored for a maximum of 6 months.

### **Who are the recipients or categories of recipients of personal data, if any?**

There will be no personal data collected during this study.

### **What will happen to the results of the study and could personal data collected be used in future research?**

There is a likelihood that the data collected in this study may be used help design and create a booking system that will be implemented for a restaurant. Any data used will be anonymized and will not be personally identifiable.

### **Who is Organizing and Funding the Study?**

Northumbria University

### **Who has reviewed this study?**

The research project, submission reference XXX has been approved in Northumbria University's Ethics Online system. It has been reviewed in order to safeguard your interests, and have granted approval to conduct the study.

### **What are my rights as a participant in this study**

You have the right of access to a copy of the information comprised of your personal data (to do so individuals should submit a [Subject Access Request](#)); a right in certain circumstances to have inaccurate personal data rectified; and a right to object to decisions being taken by automated means. If you are dissatisfied with the University's processing of personal data, you have the right to complain to the Information Commissioner's Office. For more information see [the ICO website](#)



**Contact for further information:**

Researcher email: [scott.mains@northumbria.ac.uk](mailto:scott.mains@northumbria.ac.uk)

Project Supervisor: John Rooksby ([john.rooksby@northumbria.ac.uk](mailto:john.rooksby@northumbria.ac.uk))

Name and contact details of the Records and Information Officer at  
Northumbria University: Duncan James ([dp.officer@northumbria.ac.uk](mailto:dp.officer@northumbria.ac.uk)).

***You can find out more about how we use your information at:***  
***[www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-](http://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/qdpr/qdpr---privacy-notice/)***  
***[office/legal-services-team/qdpr/qdpr---privacy-notice/](http://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/qdpr/qdpr---privacy-notice/)***  
***or by contacting a member of the research team***

TABLE RESERVATION SYSTEM FOR A RESTAURANT STUDY

Project Title: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Student ID No. (if applicable): \_\_\_\_\_

*please tick or initial  
where applicable*

I have carefully read and understood the Participant Information Sheet. ☐

I have had an opportunity to ask questions and discuss this study and I have received satisfactory answers. ☐

I understand I am free to withdraw from the study at any time, without having to give a reason for withdrawing, and without prejudice. ☐

I agree to take part in this study. ☐

I also consent to the retention of this data under the condition that any subsequent use also be restricted to research projects that have gained ethical approval from Northumbria University.

I agree to the University of Northumbria at Newcastle recording and processing this information about me. I understand that this information will be used only for the purpose(s) set out in the information sheet supplied to me, and my consent is conditional upon the University complying with its duties and obligations under the Data Protection Act 2018 which incorporates General Data Protection Regulations (GDPR).You can find out more about how we use your information here - [Privacy Notices](#) ☐

Name/signature of participant..... Date.....

Signature of Parent / Guardian in the case of a minor.....