

Capital City Partnership Privacy Statement

1. Introduction

Capital City Partnership is committed to protecting and respecting your privacy. This Privacy Statement explains how we collect, use, store, and protect your personal information when you visit our website, complete an enquiry form, contact us, or engage with our services.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable privacy legislation.

2. Who We Are

Capital City Partnership is an Edinburgh-based charitable organisation that supports employability, skills development, and partnership working across the city and wider region.

Contact details

Capital City Partnership
Great Michael House
14 Links Place
Edinburgh
EH6 7EZ

Company number SC193404
Charity number SC031026

Website: <https://capitalcitypartnership.co.uk>

For privacy-related enquiries, please contact us using the form on our Contact Us page.

3. Information We Collect

We may collect and process the following types of personal information:

Information you provide directly

- Name
- Email address
- Telephone number
- Organisation name
- Job title
- Information submitted through contact forms, enquiries, surveys, registrations, or correspondence.

Information collected automatically

When you visit our website, we may collect:

- IP address
- Browser type and version
- Device information
- Pages visited
- Date and time of visits
- Referring website information
- Website usage and analytics data.

This information helps us improve our website and understand how visitors use it.

4. How We Use Your Information

We may use your personal information to:

- Respond to enquiries and requests
- Provide information about our services and projects
- Manage events, registrations, meetings, and stakeholder engagement
- Improve website performance and user experience
- Monitor and evaluate our activities
- Meet legal, regulatory, funding, and reporting requirements

- Protect our systems, website, and users from fraud, misuse, or security threats.

5. Lawful Basis for Processing

We process personal information under one or more of the following lawful bases:

- Consent
- Performance of a contract
- Compliance with legal obligations
- Protection of vital interests
- Tasks carried out in the public interest
- Legitimate interests pursued by Capital City Partnership, provided these do not override your rights and freedoms.

6. Sharing Your Information

We may share personal information where necessary with:

- Funding bodies
- Delivery partners and contracted service providers
- Professional advisers
- Regulatory or statutory authorities
- Technology and website service providers.

We will only share information where there is a lawful basis to do so and appropriate safeguards are in place. Existing client privacy notices published by Capital City Partnership explain that information may be shared with relevant partner organisations where appropriate and with permission.

We do not sell personal information to third parties.

7. Cookies and Website Technologies

Our website may use cookies and similar technologies to:

- Remember user preferences
- Improve website functionality

- Analyse website traffic and performance
- Enhance the user experience.

You can manage cookie preferences through your browser settings. Some website features may not function correctly if cookies are disabled.

A separate Cookie Policy may provide further information about the specific cookies used on this website.

8. Third-Party Websites

Our website may contain links to external websites. We are not responsible for the privacy practices or content of third-party websites. We encourage users to read the privacy policies of any external sites they visit.

9. Data Security

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, disclosure, alteration, or destruction.

Access to personal data is limited to authorised individuals who require it for legitimate business purposes.

10. Data Retention

We keep personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, regulatory, contractual, and funding requirements.

When information is no longer required, it will be securely deleted or anonymised.

11. Changes to This Privacy Statement

We may update this Privacy Statement from time to time. Any changes will be published on this page together with the revised effective date.

12. Contact Us

If you have any concerns about our use of your personal information, you can make a complaint to our Data Protection Officer, Chris Nicol.

[Email Chris Nicol](#)

Telephone: 07462432348

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: [0303 123 1113](tel:03031231113)

[ICO website](#)

Last updated: September 2026