



Registered Charity 1061569
Company Number 3258327

MEMBERSHIP OF PORTSMOUTH MEDIATION SERVICE

As a charity promoting mediation and restorative practices, Portsmouth Mediation Service celebrates diversity and encourages the sharing of different perspectives to foster understanding. As well as being central to our ethos for resolving conflict, we also know that embracing diversity will help us succeed in finding new and innovative approaches to conflict resolution. The more we can expose ourselves to different ideas and perspectives, the greater will be our creativity. One of the best ways in which we can surround ourselves with a range of fresh opinions is to create a broad and inclusive Membership base.

What is Membership of PMS?

Portsmouth Mediation Service is a charitable company that has different groups of people empowered to perform its various functions. We have a staff team and volunteers who provide training, advise on restorative practice and deliver our assessment and mediation service. They are supported by a Service Manager who oversees day-to-day operations. The vision and direction of PMS is set by a volunteer team of trustee-directors.

And then we have the Members. The Members of PMS are akin to the shareholders in a commercial business. They rely on the board of directors to set the strategy and make executive decisions, but then hold those directors to account. For example, the directors need to present the accounts and annual report to the Members for review and approval. Members also have the chance to raise matters of concern or propose new ideas for consideration.

What are the benefits of being a Member?

Membership is for those people who share the vision that PMS has for restorative practice, conflict resolution and a Restorative Portsmouth, and wish to be recognised as part of that community and our wider team of supporters. It allows you to signal your support without necessarily having to take on a formal role. As a Member you will have a voice and a vote at the Annual General Meeting and we will know that you wish to be involved in the ongoing development of PMS.

What is involved in being a Member?

As an official Member and supporter of PMS, we would hope that Members would try to raise awareness of the charity's work and promote the value of our restorative approaches. We also expect that Members try where possible to attend key meetings (such as the AGM) and make themselves reasonably available to support PMS in such other ways as may be appropriate. Many Members will be volunteer mediators or trustees, others undertake fundraising activity and some may just make themselves available on the phone to provide advice and guidance from time to time. As we are looking for people who support the work of PMS, it seems natural that they will also want to get involved.

The liability of the Members is limited. In the event that PMS is wound up, each person who is a Member or has been within the previous year agrees to contribute a sum up to but not exceeding £10 to pay off the debts of the charity. If there is a surplus of assets after debts have been settled, those will not go to the Members but instead be given to another charity with a similar purpose to PMS.

How do I become a member of PMS

In the first instance please send an e-mail headed 'PMS Membership' to Mr Philip Winchester the Chair of The PMS Trustees at philip.winchester@portsmouthmediationservcie.org.uk please include your full name and postal address.

We would request a voluntary one-off donation of £10 to become a Member

We will acknowledge your application ASAP. It will then need to be formally approved at the next Trustee Meeting (this waiting period could be up to a maximum of 8 weeks) Following approval by The Management Board we will write to you with confirmation and your membership certificate.

Your name and address will be kept on The PMS Members Register

Further information on the rules of membership can be found in
ARTICLES OF ASSOCIATION OF PORTSMOUTH MEDIATION SERVICE (copy available on request)

PMS Members Register

Privacy Notices

Who we are.

We are Portsmouth Mediation Service (PMS), the Charity. For the purposes of Data Protection legislation, the Charity is the Data Controller. This means it oversees personal data about you.

The postal address of the Charity is:

Oasis
The Venue
Arundel Street
Portsmouth
PO1 1NP

The Data Protection Officer for the Service is Maureen Chaffe. She can be contacted at processmatters2@gmail.com

In this policy 'we' and 'us' means the Organisation; 'Act' means the Companies Act 2006.

How we use your information

We process personal data relating to those individuals who become a 'Member' of PMS. The Companies Act 2006 requires PMS to maintain a Register of Members. The register must contain the names and address of members, the date which they became a member and if applicable, the date they ceased to be a member. The Act additionally requires us to maintain the name and address of members on the register for a period of ten years following that individual's resignation as a member.

The maintenance of the register is a legal requirement of us. In addition to the name and address, we will also have access to an email address of the member. We will use the personal data of members in order to contact them for purposes including updating them on activity of PMS and informing them of meetings including the Annual General Meeting, at which each member has a vote on issues affecting the charity.

Should a member not wish to be updated or contacted via email, then we will cease to use this as a means of communication with them and delete their email address. The only communication will then be in connection with us fulfilling our legal obligations under the Act, communicated through a separate means. Collecting and using your information in this way is lawful because the processing is necessary for the performance of a legal obligation to which the charity is subject.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Charity to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided. The responsibility for the maintenance of the Members Register will be held by the Board of Trustees. The register will be held on the PMS SharePoint computer system and access to it will be restricted to the Trustees and the Service Manager.

How we share your information with third parties

The Companies Act states that the Members Register must be open to public inspection by any member of the company without charge; and to any other person on payment of such fees as may be prescribed. Further, that any person is entitled to a copy of the register or part thereof, on payment of a prescribed fee. We will charge a fee of £25 for a person (not being a member), to view the register. This is to cover costs incurred in such arrangements. We will charge a fee of £25 for a copy of the register or part thereof, with a further charge of £25 for each additional copy.

Any person requiring inspection, or a copy shall comply with the Act as to their purpose for making such a request providing in writing such detail as outlined in the Act. This detail includes providing their name and address; organisation (where relevant); purpose for the request; whether the information will be further disclosed and if so, who to. Our disclosures to such third parties are lawful as required by the Act. Failure for us to comply by us would require an application to a court and if not complied with, could lead to a fine.

How long we keep your personal information.

We only keep your information for as long as we are required to do so by the Companies Act 2006.

Your rights

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)