



Catálogo Náisiúnta
Leigheasanna
National Medicinal
Product Catalogue

Product Management Portal (PMP) Terms of Use

National Medicinal Product Catalogue

Version 1.0

19th February 2026



Contents

Section 1: Terms of use	3
Section 2: Personal Data Processing	5



1. Terms of Use



1. Terms of Use

Access to the Product Management Portal (PMP) is provided to approved suppliers and authorised users for the purpose of submitting, maintaining, and managing product information for the National Medicinal Product Catalogue (NMPC). Registration for, and use of, the PMP constitutes acceptance of these terms of use.

Each organisation is required to nominate a Responsible Person who holds overall accountability for the organisation's use of the PMP. Routine communications will be issued to the Registered Person, with the Responsible Person contacted only where required.

1.1 Responsibilities

Responsibilities within the PMP are assigned as follows:

Registered Person

- Enters and maintains product data within the PMP.
- Ensures submitted information is accurate, complete, and kept up to date across the product lifecycle.
- Submit amendments, modifications, or inactivation requests as soon as changes are identified.
- Manage only data relating to their own organisation's product catalogue and operates within their approved scope of responsibility.
- Ensures the nominated Responsible Person is informed of, and has agreed to, their nomination.

Responsible Person

- Holds overall accountability for the organisation's use of the PMP.
- Acts as a senior point of contact with the NMPC on behalf of the registered user.
- Ensures appropriate governance, oversight, and authorisation of Registered Persons.
- Notifies the NMPC of any change in role and ensures a substitute is nominated where required.

Users may only submit data relating to their own organisation's product catalogue. Access to, or modification of, data belonging to other organisations is not permitted.

All activity within the PMP may be monitored and audited by the NMPC. Users are expected to cooperate with data quality reviews and to address any identified issues within agreed timeframes. Failure to comply with these terms may result in restriction or withdrawal of access to the PMP.



2. Personal Data Processing



2. Personal Data Processing

Data Controller Contact Details	Nmipc@hse.ie			
Data Protection Officer Contact Details	Dpo@hse.ie			
Purpose of Processing	Personal data to be held within NMPC system			
	Description of Data	Category	Sub-Category	Comments
	Full Name	Personal	Identifier	Required to accurately identify the user.
	Work Email	Personal	Identifier	Required to accurately identify the user and confirm their association with the specified organisation.
	Company Name	Personal	Identifier	Required to accurately identify the user and confirm their association with the specified organisation in combination with their email address.
	Job Title	Personal	Identifier	Required to accurately identify the user.
	Work Phone Number	Personal	Identifier	Required to accurately identify the user and confirm their association with a specific organisation.
	Full Work Address, inc. Eircode	Personal	Identifier	Required to accurately identify the user and confirm their association with a specific organisation.
Recipients	NMPC, Dedalus			
Intended Transfers to Countries				
Data Retention Periods	The data retention period for each personal data item will follow the HSE policies on Data Protection and Records Management.			

Data subjects have the right to request access to their personal data, rectification of details, erasure of data, and restriction from processing.