

Data Subject Rights Request Form

Acuda AI Limited | GDPR Articles 15–22

Document ID	ACUDA-COMP-DSRF-001
Version	1.0
Effective Date	11 March 2026
Classification	Public
Submit To	privacy@acuda.ai

Use this form to exercise your rights under the EU General Data Protection Regulation (GDPR), UK GDPR, or applicable data protection law. Acuda AI Limited is committed to responding to all valid requests within 30 calendar days.

How to Submit	Complete this form and email it to privacy@acuda.ai . You may also submit a request by emailing privacy@acuda.ai directly with the information below.
----------------------	---

Section 1: Your Details

Please provide your details so we can verify your identity and locate your data.

Full Name:

Email Address (associated with your Acuda account):

Alternative Email Address (if different):

Phone Number (optional):

Acuda Account ID or Username (if known):

Acuda Platform Domain (e.g., acuda.ai, acuda.biz, acuda.agency):

Section 2: Authorised Representative (if applicable)

If you are submitting this request on behalf of another person, please provide:

Your Name (representative):

Your Relationship to the Data Subject:

Proof of Authority (please attach a signed authorisation letter or power of attorney):

Section 3: Type of Request

Please indicate which right(s) you wish to exercise (tick all that apply):

- Right of Access** (Art. 15) — I would like a copy of the personal data you hold about me
- Right to Rectification** (Art. 16) — I would like you to correct inaccurate personal data
- Right to Erasure** (Art. 17) — I would like you to delete my personal data
- Right to Restriction** (Art. 18) — I would like you to restrict processing of my data
- Right to Data Portability** (Art. 20) — I would like my data in a portable format (JSON/CSV)
- Right to Object** (Art. 21) — I object to the processing of my personal data
- Automated Decision-Making** (Art. 22) — I would like information about automated decisions affecting me
- Withdraw Consent** — I wish to withdraw previously given consent

Section 4: Details of Your Request

Please provide any additional details to help us process your request. For example: specific data you want corrected, reasons for erasure, or which processing you object to.

Additional Details:

Section 5: Preferred Response Format

How would you like to receive our response?

- Email (to the address provided above)
- Secure download link
- Postal mail (please provide address below)

Postal Address (if applicable):

Section 6: Declaration

I confirm that the information provided in this form is accurate and that I am the data subject (or authorised representative) to whom this request relates. I understand that Acuda AI may need to verify my identity before processing this request.

Signature:

Date:

For Office Use Only

Date Received:

Reference Number:

Identity Verified (Y/N):

Response Due Date:

Assigned To:

Date Completed:

Notes:

Important Information

- **Response Time:** We will respond within 30 calendar days of receiving your verified request. This may be extended by a further 60 days for complex requests, in which case we will inform you within the initial 30-day period.
- **Identity Verification:** To protect your data, we may ask you to verify your identity before processing your request. This may include confirming details associated with your account.
- **Exemptions:** Certain rights are subject to exemptions under GDPR. If an exemption applies, we will explain which exemption and why.
- **No Fee:** There is normally no fee for exercising your rights. However, we may charge a reasonable fee for manifestly unfounded or excessive requests.
- **Complaints:** If you are not satisfied with our response, you have the right to lodge a complaint with your local supervisory authority. Our lead supervisory authority is the Data Protection Commission (Ireland): www.dataprotection.ie

Contact: privacy@acuda.ai | Acuda AI Limited, Ireland