EQS

ONETRUST EXTRACTION FILE

Navigating the data extraction file for OneTrust Modules
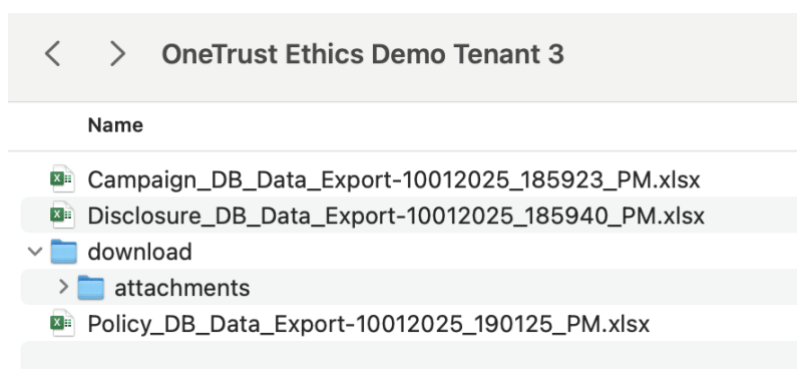
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This guide highlights the most commonly referenced data points within your OneTrust data extraction file, including areas that customers typically find harder to locate. It is not a full data dictionary, but rather a quick reference to help you navigate key information efficiently.

1. Format

Your OneTrust Data Extraction files were provided as a ZIP file that contains three spreadsheets with many tabs and a download folder with all attachments associated with your module(s). The file names for the attachments are included as metadata for the item within the relevant tab in the relevant spreadsheet.

Sample Contents in an Extract Folder

2. OneTrust Disclosures

Data Point	Tab	Additional Guidance
The result of the disclosure, the **assigned** approver, the respondent, and attestation	DisclosureForms	This tab contains the largest set of disclosure-related data in the extract. It also contains the assessment ID which can be used to tie the disclosure IDs to other tables in the extract.
Active Disclosure Templates	ActiveDisclosureTemplate	This tab contains all versions of all disclosure templates in a published or draft state. It lists the associated questions for each template. It also contains the question ID

		which can be used to tie the template questions to other tables in the extract.
The submitted disclosures from employees. Status: Active	ActiveDisclosureResponse	This tab also includes a field called DisclosureYOYNumber that contains the ID of the parent disclosure. The DisclosureFormNumber field is the name of the child disclosure.
Closure comment and context for approval closure	ClosureComment	
Final decision history	AssessmentReviewer	This tab contains the final result of the disclosure, including the email of the final reviewer, the date and any comments.
Disclosure form activity log	Activity	This tab outlines the changes that have been made to a disclosure if it has been edited.
Admin notes associated to a disclosure	Notes	
Archived Disclosure Templates	ArchiveDisclosureTemplate	This tab contains all versions of all disclosure templates in a published or draft state. It also lists the associated questions for each template.
The submitted disclosures from employees. Status: Archived.	ArchiveDisclosureResponse	
Questionnaire Templates	QuestionnaireTemplate	This tab contains the templates included in your questionnaire.
"No" responses from Questionnaires	NoQuestionnaire	**Note:** This data only appears if you used the Campaigns function to send Questionnaires.
Translations	TemplateTranslations tab Additional files are within the download folder > TemplateTranslations folder	Use the TemplateTranslations tab. You can also find JSON files within the download folder.

| Attachment files | Attachments tab | Use column J AttachmentID to look for the corresponding folder, then you will find the attachments within. |
| | Files are within the download folder > attachments folder | |

3. *OneTrust Policy Manager*

Data Point	Tab	Additional Guidance
Policy name and basic information	Policy	This tab contains the policy name, organization, currently-assigned workflow, as well as other data points.
Attachment information	AttachmentMetadata	This tab will help you to find the policy document for each version along with the translation files for each policy. Column **Name** shows the policy name, while column **Filename** has the name of the file that you can find within the attachments folder within your extract ZIP file.
Translations	Translations	This tab contains the list of translation files present for each policy, along with the exact file name that you can find within the attachments folder.
Version updates including description of changes	PolicyVersion	
Additional metadata for each policy	MultiSelectAttributes SingleSelectAttributes TextAttributes	For any policies that have custom attributes populated, you'll find those data points in these three tabs.
Stages and descriptions for policy workflows	Workflow WorkflowStage	
List of default attributes	Attributes	
Details about attestations	Attestation	**Note:** The **Attestation** tab contains the policy version

AttestationAudit AttestationRespondent	associated with each attestation. This can be cross-referenced with the **AttestationRespondent** tab to understand which version each respondent attested to.

4. OneTrust Campaigns

The campaigns extract is consolidated into a single tab, with each of the data points listed below included as column headers. The disclosures and policies associated with the questionnaires distributed through each campaign can be found in their respective extracts, as referenced above.

Data Point
Campaign Name
Action Item Name
Action Item Type
Assignment Status
Completion Status
Recipient User email
Recipient User employee ID
Completion Date
Version of the action item
Assignment Date
Due Date
Total Action Items per Campaign
Completed Action Items per Campaign
Completion Percentage per Campaign